

## **JOINT CAPITAL PLANNING COMMITTEE MINUTES –March 18, 2011**

The meeting was called to order at 10.06 a.m. in the Town Room, Town Hall.

**Members Present:** Emily Lewis, Kay Moran, Sarah McKee, Doug Slaughter, Diana Stein, Jim Wald

**Absent:** Catherine Sanderson, Rob Spence

**Others Present:** John Musante (Town Manager), Sandy Pooler (Finance Director), Sonia Aldrich (Comptroller), Walter Wolnik

### **Additional Discussion of Departmental Requests**

There was one update on school building needs. The boiler for the Fort River School request has been reduced to \$55,000. A set of previously unused funds have been bundled together, thereby reducing the amount requested. Those funds included money from a federal grant of \$89,000, some design funds \$75,000 each from Fort River and Wildwood Schools because the State will not renovate these buildings any time soon, and \$95,000 we did not have to use in the closing of Marks Meadow. The new boiler should save us \$30,000-\$50,000 per year.

### **Ranking of Capital Projects for FY 2012**

The committee proposed that capital be funded at 6.25% of the tax levy. Last year, capital spending ended up at 5.64% of the levy after a \$120,000 proposed project was withdrawn. The committee felt that last year's level of capital spending was too low. Raising the level to 6.25% would support an additional \$250,000 in spending over last year's level. Mr. Musante drafted a priority list that adds up to 7% of the tax levy. Initial cuts to this list by delaying funding to FY2013 or to obtaining possible grants were made based on the department's priorities. These cuts included a document scanner for IT; radio equipment for the Police Department; protective gear for the Fire Department; a pickup truck and a pavement line painter for Public Works; furniture for Building Maintenance; kitchen equipment, furniture, and copiers for the schools; a generator for Town Hall; interior maintenance for the Police Department; a security system for the Public Works Facility, carpet for the Jones Library, interior upgrades for the schools, grounds used for parking at Crocker Farm, exterior doors for Fort River and Wildwood, courtyard repairs at Wildwood, a downtown way finding sign system, village center design/improvements, a transportation plan, Cottage Street drainage and War Memorial Pool renovations for Municipal Facilities; and Kendrick Park design implementation.

Kept in the budget were Street Trees (\$12, 500) as we have lost many trees and replaced few and the GIS system (\$100,000) because of the need to map the Town-wide flood plain areas for planning of zoning. For the War Memorial Pool, Mr. Musante would like to form a committee to evaluate the whole recreation area. For Kendrick Park, planned for 2013, we hope to get a Parks grant. We discussed need for reevaluation assistance. It is necessary every 5 or 6 years to compare every house and identify changes made that were not recorded and use an outside firm.

JCPC agreed that spending for Capital at 5.64% was artificially low, due to the dropping last year of \$120,000 for funding for the Patterson Project.

We then discussed the prioritized project restoration list. A suggestion to put the exterior doors higher in the priority list was defeated by a vote of 2 (Diana and Sarah for; the rest against). It was voted unanimously (6:0) to move Courtyard Repairs to the third highest priority above the transportation plan. The order below as our priority restoration list also passed unanimously (6:0).

The highest priority is first on the list.

1. Pavement Line Painter
2. Cottage Street Drainage
3. Courtyard Repairs-Wildwood School
4. Transportation Plan
5. Firefighter Protective Gear
6. Exterior Doors Wildwood
7. Exterior Doors Fort River
8. Information Systems-Document Scanning
9. Computer Technology – Schools
10. Police Radio Replacement (Federal Mandate)

If 6% of the tax levy were spent on capital projects all of the above would be excluded. If 6.2 % of the tax levy were spent on capital projects, the first two items would be included. If 6.5%, the items 1-7 would be included. It was also voted 6 to 0 with two absent to recommend a minimum of 6.25% for capital this year, which would be level funded with our planned spending for last year.

## **Minutes**

The minutes of March 4<sup>th</sup> prepared by Rob Spence were approved as amended (5:0:1 abstention). The meeting adjourned at 11:50 a.m.

## **Next meeting**

1. CPAC report
2. Work on JCPC report
2. Work on 5-year plan of capital

The meeting adjourned at 11:50 a.m.

Respectfully submitted by

Diana Stein, Acting Clerk

## **List of Documents Used to be Posted as Part of the Minutes**

General Fund Five Year Capital Plan 3/18/11  
Prioritized Project Restoration List-Draft  
% of Tax Levy Calculation for Capital Plan  
And modified Prioritized Project Restoration List-Draft

